

April 18, 2017

**JOB VACANCY ANNOUNCEMENT
OFFICE OF THE REPORTER OF DECISIONS FOR THE ILLINOIS
SUPREME COURT**

**301 North 2nd Street
Springfield, Illinois 62702
Phone (217) 557-2823**

Applicants may be required to submit additional material and/or complete job specific tests for the position.

POSITION:	Paralegal Editor (Entry-level)
DIVISION:	Office of the Reporter of Decisions— Springfield
MINIMUM SALARY:	\$29,665 per year
BENEFITS:	An attractive judicial branch benefits package is offered, including pension and medical, dental, vision, and life insurance, as well as deferred compensation and generous leave time.
REPORTING RELATIONSHIP:	Reporter of Decisions

ESSENTIAL DUTIES: The office of the Reporter of Decisions is hiring two Entry-level Paralegal Editors. This entry-level position trains the successful applicant to screen appellate court opinions for common errors, to verify citations throughout appellate court opinions, and to ensure appellate court opinions flow through the editing process swiftly. The Entry-level Paralegal Editor will learn to navigate the *Bluebook, Style Manual for the Supreme and Appellate Courts of Illinois*, and the appellate process. The Entry-level Paralegal Editor will also develop familiarity with common grammatical issues and the sources for the Reporter's office style choices. Salary will increase commensurate with rapid growth as the Entry-level Paralegal Editor grows toward the role of a full Paralegal Editor.

EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS: Applicants should have a college degree. An exceptionally well-qualified applicant will possess a paralegal degree from a program accredited by the American Bar Association.

Additionally, an ideal candidate possesses the following qualities:

- The ability to perform exacting work and strong attention to detail
- Proficiency in MS Word
- A courteous, professional, and cooperative attitude
- The highest standards of excellence and integrity
- A desire to gain knowledge of legal principles, court rules, and procedures
- Being articulate and self-motivated

PHYSICAL REQUIREMENTS: Ability to sit for extended time periods. This is a professional office working environment requiring telephone and e-mail usage and the ability to process written documents.

Interested individuals should submit, via e-mail, a cover letter expressing interest in the position (do not exceed two pages), résumé, and a completed Judicial Branch Employment Application to:

**Jacob H. Jost
Reporter of Decisions
Supreme Court of Illinois
jjost@IllinoisCourts.gov**

These positions will remain open until filled. However, those individuals submitting materials by Monday, May 8, 2017, will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER